



U.S. Citizenship
and Immigration
Services

E-Verify for Federal Contractors

www.dhs.gov/E-Verify

E-Verify gives me
peace of mind
about my workforce.

In just a few clicks,
E-Verify quickly confirms
an employee's eligibility
to work in the U.S.



Scan QR code or visit
www.dhs.gov/E-Verify

E-Verify

Works for everyone

Agenda

- Section I: E-Verify & FAR – The Big Picture
- Section II: E-Verify & FAR – Nuts & Bolts
- Section III: Additional Information

E-Verify & FAR – The Big Picture

- What is E-Verify?
- How Does E-Verify Work?
- E-Verify & the FAR E-Verify Clause
- Affected Contracts

What is E-Verify? (con't)

E-Verify is not...

- ...a system that provides immigration status
- ...used for prescreening
- ...a safe harbor from worksite enforcement

How does E-Verify work?

START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which documents they will accept from an employee. The refusal to hire an individual because the documentation presented fails a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employers must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before providing work offer.)

Last Name (Family Name) _____ First Name (Given Name) _____ Middle Initial _____ Other Names (Last, if any) _____

Address (Street Number and Name) _____ Apt. Number _____ City or Town _____ State _____ Zip Code _____

Date of Birth (mm/dd/yyyy) _____ U.S. Social Security Number _____ E-mail Address _____ Telephone Number _____

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

☐ A citizen of the United States.

☐ A non-citizen national of the United States (See instructions).

☐ A lawful permanent resident (Alien Registration Number/USCIS Number) _____.

☐ An alien authorized to work until expiration date (if applicable, mm/dd/yyyy) _____. Some aliens may only "N/A" in this field. (See instructions).

For aliens authorized to work, provide your Alien Registration Number/USCIS Number. OR Form I-94 Admission Number.

OR

1. Alien Registration Number/USCIS Number _____.

OR

2. Form I-94 Admission Number _____.

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number _____.

Country of Issuance _____.

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions).

Signature of Employee _____ Date (mm/dd/yyyy) _____

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator _____ Date (mm/dd/yyyy) _____

Last Name (Family Name) _____ First Name (Given Name) _____

Address (Street Number and Name) _____ City or Town _____ State _____ Zip Code _____

Signature of Employer or Authorized Representative _____ Date (mm/dd/yyyy) _____ Title of Employer or Authorized Representative _____

Last Name (Family Name) _____ First Name (Given Name) _____ Employee's Business or Organization Name _____

Employee's Business or Organization Address (Street Number and Name) _____ City or Town _____ State _____ Zip Code _____

Section 3. Reverification and Rehire (To be completed and signed by employer or authorized representative.)

A. New Name of appointee: Last Name (Family Name) _____ First Name (Given Name) _____ Middle Initial _____ B. Date of Rehire of appointee (mm/dd/yyyy) _____

C. If an employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C. (See instructions.)

Document Title _____ Document Number _____ Expiration Date (if applicable) (mm/dd/yyyy) _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative _____ Date (mm/dd/yyyy) _____ Print Name of Employer or Authorized Representative _____



Employment
Authorized

TNC

DHS
Verification
in Process

E-Verify & the FAR E-Verify Clause

Federal Acquisition Regulation (FAR) final rule requires that as of **September 8, 2009** federal contractors with contracts containing the **FAR E-Verify clause** must use E-Verify as a condition of their contract.

FAR E-Verify Clause: 48 C.F.R. 52.222-54

Affected contracts

Prime Contracts

Awarded or modified on or after September 8, 2009, to include the **FAR E-Verify clause**

- Value above **\$150,000**;
- Period of performance of **120 days or more**;
- At least some of the contract work is performed in the United States; and,
- Does not include contracts for **commercially available off-the-shelf (COTS)** items and related services

Affected Contracts Subcontracts

Prime contract contains the **FAR E-Verify clause** (prime contractor is responsible for ensuring that the FAR E-Verify clause is included in qualifying subcontracts)

- Value of more than **\$3,000**
- Contract is for commercial or noncommercial services or construction
- At least some of the contract work is performed in the United States
- Does not include contracts for **commercially available off-the-shelf (COTS)** items and related services

Note: The **FAR E-Verify clause** flows down to all tiers of subcontracts

Affected Contracts

Indefinite Delivery / Indefinite Quantity

- Existing contract
- Period of performance extends at least six months after September 8, 2009
- Substantial amount of work or number of orders expected during remaining performance period
- Contract may be bi-laterally modified to include the **FAR E-Verify clause**

**Please respond to the poll question
that will pop up on your screen.**

E-Verify & FAR - Nuts & Bolts

- Updating/Enrolling Company Profile
 - When
 - How
- Determining Who to Verify
- When to Verify
- Form I-9 and Existing Employees

Update or Enroll Company Profile

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

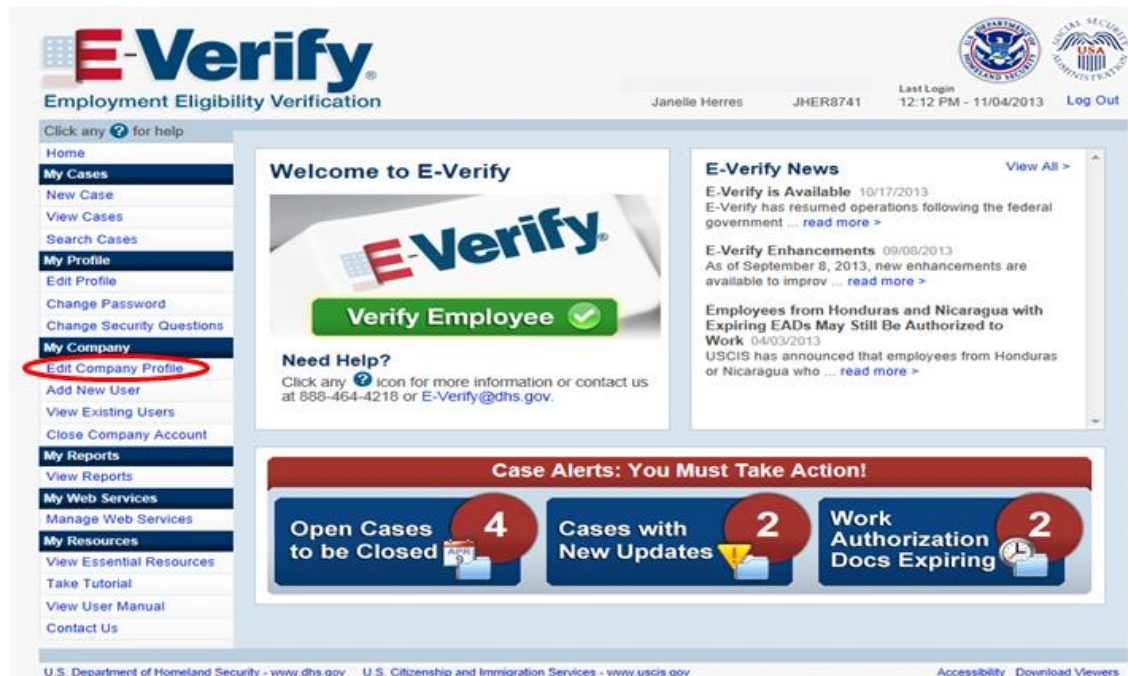
**Contract
award date**

**Deadline
to Enroll!**

Within
30 calendar days
of
Contract Award Date
or
Contract Modification
Date

Existing Users: Update your company profile

- Under My Company click **Edit Company Profile**.



E-Verify
Employment Eligibility Verification

Janelle Herres JHER8741 Last Login 12:12 PM - 11/04/2013 Log Out

Click any ? for help

- Home
- My Cases**
 - New Case
 - View Cases
 - Search Cases
- My Profile**
 - Edit Profile
 - Change Password
 - Change Security Questions
- My Company**
 - Edit Company Profile**
 - Add New User
 - View Existing Users
 - Close Company Account
- My Reports**
 - View Reports
- My Web Services**
 - Manage Web Services
- My Resources**
 - View Essential Resources
 - Take Tutorial
 - View User Manual
 - Contact Us

Welcome to E-Verify

Verify Employee ✓

Need Help?
Click any ? icon for more information or contact us at 888-464-4218 or E-Verify@dhs.gov.

E-Verify News View All >

E-Verify is Available 10/17/2013
E-Verify has resumed operations following the federal government ... [read more >](#)

E-Verify Enhancements 09/08/2013
As of September 8, 2013, new enhancements are available to improv ... [read more >](#)

Employees from Honduras and Nicaragua with Expiring EADs May Still Be Authorized to Work 04/03/2013
USCIS has announced that employees from Honduras or Nicaragua who ... [read more >](#)

Case Alerts: You Must Take Action!

Open Cases to be Closed	4	Cases with New Updates	2	Work Authorization Docs Expiring	2
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U.S. Department of Homeland Security - www.dhs.gov U.S. Citizenship and Immigration Services - www.uscis.gov Accessibility Download Viewers

How to update your company profile

- 1. Update your organization designation
- 2. Choose your Federal contractor category
- 3. Choose which employees you are going to verify

1.



The screenshot shows the 'Organization Designation' page in the E-Verify system. The user is Michael Poland. The page asks the user to identify their organization type: Federal Government, State Government, Local Government, or a Federal Contractor. A warning states that modifying the organization type to a non-Federal Contractor requires all existing employees to be re-verified. The user has selected 'Federal Contractor with FAR E-Verify Clause'. A list of categories is shown, with 'Federal Contractor with FAR E-Verify Clause' selected. The 'Next' button is highlighted.

2.



The screenshot shows the 'Federal Contractor Category' page. The user is asked to select the category that best describes their organization. The categories listed are: All new hires and all existing employees assigned to a Federal contract, All new hires and all existing employees assigned to a Federal contract (but not working in a federal agency), and All new hires and all existing employees assigned to a Federal contract (but not working in a federal agency). The first category is selected. The 'Next' button is highlighted.

3.



The screenshot shows the 'Federal Contractor Employee Verification' page. The user is asked to identify which employees they intend to verify. The options are: All new hires and all existing employees assigned to a Federal contract, and All new hires and all existing employees assigned to a Federal contract (but not working in a federal agency). The first option is selected. The 'Next' button is highlighted.



New Users: How to enroll

[Home](#) > [E-Verify](#)
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E-Verify

- What is E-Verify?
- Enroll in E-Verify
- About the Program
- E-Verify Webinars
- Customer Support
- For Employers
- For Employees
- For Federal Contractors
- Publications
- Questions and Answers

U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. This diverse workforce contributes greatly to the vibrancy and strength of our economy, but that same strength also attracts unauthorized employment.

E-Verify is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States. E-Verify is fast, free and easy to use – and it's the best way employers can ensure a legal workforce.

[How to Enroll](#)

[Free Webinars](#)

[Subscribe to this page](#)

Start Here

E-Verify (Verification Information System)

- Enroll in E-Verify**
- Log in to E-Verify
- [E-Verify Employer Agent Log in](#)

What is E-Verify?

A fast, easy way to maintain a legal workforce.

Enroll in E-Verify

Resources to Get Started

About the Program

Learn about program enhancements, Trademarks and logos

What's New

Read the latest news about E-Verify and Form I-9

- Go to www.dhs.gov/E-Verify under Start Here click Enroll in E-Verify

Enrollment Page

E-Verify

What is E-Verify?

Enroll in E-Verify

System Requirements

Enrollment Checklist

The Enrollment Process

About the Program

E-Verify Webinars

Customer Support

For Employers

For Employees

For Federal Contractors

Publications

Questions and Answers

Enroll in E-Verify

Before you begin using E-Verify, it's important to:

- Set aside time to complete the enrollment process
- Make sure your company is not already enrolled
- Review the [E-Verify Memorandum of Understanding \(MOU\)](#)

Enrolling in E-Verify is easy, but if you need help or have questions:

- Watch the [How to Enroll in E-Verify](#) video
- Read the [Quick Reference Guide for E-Verify Enrollment](#)
- Review the [Enrollment Checklist](#)
- Participate in an [E-Verify Webinar](#)

Contact [E-Verify Customer Support](#)

Visit the [E-Verify Enrollment](#) page to begin enrollment.

STEP 1

Visit Enrollment Website

STEP 2

Answer Access Method Questions

STEP 3

Sign MOU

STEP 4

Enter Company Information

STEP 5

Print MOU

Last Reviewed/Updated: 02/24/2014

New E-Verify Users

Take the [E-Verify Overview webinar](#)



Determining Who to Verify – Step 1

The Workforce

Am I going to verify...

...all **new hires** organization-wide and **existing employees** assigned to the Federal contract

OR

...my **entire workforce** (all new hires and all existing employees throughout the company)

Determining Who to Verify – Step 2

Employees NOT run through E-Verify

- Hired on or before November 6, 1986 who are continuing in employment
- Already confirmed as **Employment Authorized** who are continuing in employment

Determining Who to Verify – Step 3

Employees you may choose not to verify

- New & existing employees with an active confidential, secret, or top secret security clearance OR HSPD-12 compliant credentials
- Existing employees who perform support work (administrative, overhead, indirect)

Determining Who to Verify

Special Category Employers

Employers in these categories may limit their cases to only those new & existing employees assigned to the federal contract which contains the **FAR E-Verify clause**

Institutions of Higher Learning	State & Local Governments	Federally Recognized Indian Tribes	Sureties Performing under a takeover agreement entered into with a federal agency under a performance bond
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When to Verify: New Hires

You must begin entering Form I-9 information into E-Verify for new hires within **90 calendar days** of enrolling or updating your organization designation to **Federal Contractor with FAR E-Verify clause**.

NOTE: *Once you begin entering Form I-9 information for new hires, you must enter Form I-9 information for all newly hired employees **no later than the 3rd business day after the employee's start date**.*

If you are already verifying your new hires according to this rule, you should continue to do so. Do not change this practice just because you have received a Federal Contract with the FAR E-Verify clause.

When to Verify: Existing Employees Assigned to the Contract

You must enter Form I-9 information into E-Verify for existing employees assigned to the contract within **90 calendar days** of enrolling or updating your organization designation to **Federal Contractor with FAR E-Verify clause**.

NOTE: *If you are assigning an existing employee to a federal contract anytime after day 60 of the initial 90 calendar day period, you have 30 days from the date the person is assigned to the contract to run him or her in E-Verify.*

When to Verify: All Employees if you have chosen Entire Workforce

You must enter Form I-9 information for all employees within **180 calendar days** of enrolling or updating your organization designation to **Federal Contractor with FAR E-Verify clause** and electing **Entire Workforce**

New Form I-9

USCIS will publish the revised Form I-9, Employment Eligibility Verification form by November 22, 2016.

- Employers may continue to use the current version (03-08-2013 N) until January 21, 2017.
- After January 21, all previous Form I-9 versions will be invalid.
- Additional information about the upcoming Form I-9 changes will be provided in our November I-9 webinars.
- For more information, visit the [I-9 Central website](#).

Form I-9 & Existing Employees

Option I	Option II
Complete new Forms I-9 for all employees who will be run in E-Verify	Complete new Forms I-9 when required and update existing Forms I-9 when allowed

When completing new Forms I-9:

- Current rules for Form I-9 apply (e.g. no expired documents)
- Use Form I-9 with Rev. 03/08/13 – expiration date is 03/31/2016

Form I-9 & Existing Employees

Option II: When to complete a new Form I-9

- The employee presented an expired document on a previous Form I-9 that allowed for such documents
- The employee presented an *unexpired* Form I-551 or U.S. passport on a previous Form I-9 and that document has since expired, and his or her employment authorization is still current, but you do not have a photocopy of the document.
- Employment authorization as stated in Section 1 has expired
- The List B document previously submitted did not have a photo or you are unable to determine if it had a photo

Form I-9 & Existing Employees (cont.)

Option II: When to complete a new Form I-9

- The employee is a Noncitizen National and was unable to separately attest to that status on a previous Form I-9
- The employee presented a document such as a Certificate of Naturalization or Form I-688 that was acceptable at the time of completion of the previous Form I-9, but is no longer acceptable
- The employee's name or immigration status has changed
- The previous Form I-9 did not comply with Form I-9 requirements at time of completion

Section III: Additional Information

- Employer Responsibilities
- Features
- Enhancements
- Engagement
- Resources

Office of Special Counsel (OSC)

The anti-discrimination provisions of the INA are enforced by:

Department of Justice

Civil Rights Division

Office of Special Counsel for

Immigration Related Unfair Employment Practices



- Employees may contact the [Office of Special Counsel \(OSC\)](#) to obtain additional information regarding employment discrimination and employee rights and responsibilities*

1-800-255-7688 (TDD: 1-800-616-5525)

- Employers may also contact OSC*

1-800-255-8155 (TDD: 1-800-362-2735)

*callers may remain anonymous

See [OSC's "Employer Dos and Don'ts."](#)

Educational Videos

Video: How to Create a Case

Civil Rights (Request copies by emailing E-Verify@dhs.gov):

- [Video: E-Verify Employee Rights and Responsibilities](#)
- [Video: E-Verify Employer Responsibilities and Worker Rights](#)

View the videos at:

- www.dhs.gov/E-Verify or www.youtube.com/ushomelandsecurity

NEW: Form I-9 Vignettes

- [Video: How to Complete Section 1](#)
- [Video: How to Complete Section 2](#)
- [Video: How to Complete Section 3](#)


[Form I-9 Webinar On-Demand](#) and NEW: [E-Verify Webinar On-Demand](#)

[Video: E-Verify for Business Leaders](#)

Stay Up to Date



NEW Follow www.Twitter.com/EVerify to receive updates and tips on Form I-9, E-Verify, myE-Verify, Self Check, employee rights and more.

- Subscribe to [e-newsletter E-Verify Connection](#) and visit our websites
 - www.uscis.gov/I-9Central
 - www.dhs.gov/E-Verify
 - E-Verify [What's New](#)
 - E-Verify [Monitoring and Compliance](#)
 - www.uscis.gov/myE-Verify
- Submit an idea [E-Verify Listens](#)
- Like [USCIS on Facebook](#) 
- Read [E-Verify blogs](#)
- [E-Verify Employers Search Tool](#)



E-Verify Outreach

- Free Customized Webinars
- Content for your newsletters
- Authorization to use the E-Verify® Logo and Name and I E-Verify Seal
- Add E-Verify to your job announcements
 - Example: “Our company uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.”



Customer Service

E-Verify received the highest rating for customer service of all federal agencies.

(2013 American Customer Satisfaction Survey)

- **Employer Hotline: (888) 464-4218**
- **Employee Hotline: (888) 897-7781**
- **Form I-9 E-Mail: I-9Central@dhs.gov**
- **E-Verify E-Mail: E-Verify@dhs.gov**
- **Form I-9 Website: www.uscis.gov/I-9Central**
- **E-Verify Website: www.dhs.gov/E-Verify**

Disclaimer

Immigration law can be complex and it is not possible to describe every aspect of the process.

This presentation provides basic information to help you become generally familiar with rules and procedures.

For more information on the law and regulations please see our Web site: www.dhs.gov/E-Verify.

Feedback COMMENTS ON OUR WEBINAR?

Send to:

E-VerifyOutreach@uscis.dhs.gov

***Include date, time and topic of the webinar**

THANK YOU!

www.dhs.gov/E-Verify